

Original: <https://www.i-med.ac.at/mitteilungsblatt/2022/16.pdf>

Die nachstehende, auf Englisch abrufbare Version der Aufnahmeverordnung QMM-MSc ist rechtlich nicht verbindlich und dient lediglich zur Information.

ENGLISCH: The following version of the QMM-MSc admission regulations in English are not legally binding and for informational purposes only.

Regulation on the admission restriction to the Master's Program in Molecular Medicine at the Medical University of Innsbruck as of the 2023/24 winter semester

The Rectorate of the Medical University of Innsbruck has, in accordance with §71c in conjunction with §63a Universities Act (UA) in the currently valid version, after consultation of the Senate, issued the following regulation on the admission restriction to the Master's Program in Molecular Medicine, which was approved by the University Council on 14 December 2022:

I. Content of the regulation and authorization to issue statutory regulations

§1.

- (1) This regulation governs the restriction of admission to the Master's Program in Molecular Medicine at the Medical University of Innsbruck based on an admission procedure prior to admission to the program.
- (2) The Rectorate has to determine
 - a) the COVID-19 protection regulations and hygienic measures for all procedural steps in which the personal presence of the applicants is required, by means of a decree,
 - b) if required by the COVID-19 pandemic, the rescheduling of the admission procedure day or a modified processing mode without the physical presence of the applicant in Innsbruck,
 - c) the correction procedure of the admission procedure (selection interview) and
 - d) the provisions for the selection of applicants in the case of "prevention of parts of the admission procedure (selection interview) according to § 5 para 1 lit a due to force majeure".

II. Scope of validity

§2. The regulation on admission restrictions to the Master's Program in Molecular Medicine applies to all applicants for the Master's Program in Molecular Medicine at the Medical University of Innsbruck. The admission of applicants takes place in the winter semester as well as in the summer semester, taking into account the available study places.

§3. The regulations for the admission procedure acc. to §§5ff do not apply to:

1. students who at the time of the admission procedure have been admitted to the Master's Program in Molecular Medicine at the Medical University of Innsbruck and are continuing their studies (§62 UA),
2. students who have been admitted to a Master's Program in Molecular Medicine at a foreign university or equivalent foreign recognized post-secondary educational institution and are studying at the Medical University of Innsbruck within the framework of an international mobility program (e.g. ERASMUS),
3. lateral entrants (§16) as well as
4. study applicants who are in the 5th semester of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck and have passed at least 120 ECTS-Credits and a grade point average of at least 2.5 (§5 para. 1 lit. b).

III. Number of study places

§4.

(1) The following number of places is determined for the Master's Program in Molecular Medicine at the Medical University of Innsbruck according to the available capacities and in accordance with §71c para. 2 UA and the performance agreement concluded with the Federal Ministry of Science and Research: **30**

(2) Several years of experience show that due to the withdrawal of students with fixed study place allocation by not accepting the fixed allocated study places or also by dropping out within the first semester, the number of study places of the first semester falls below 30. Therefore, the member of the Rectorate of the Medical University of Innsbruck responsible for admissions may increase the study places to a maximum of 33.

IV. Admission procedure for Master's Program in Molecular Medicine

§5. (1) The admission of applicants to the Master's Program in Molecular Medicine is based on the admission procedure according to §§5 ff. The allocation of study places for the Master's Program in Molecular Medicine takes place within the framework of the admission procedure (QMM-MSc), to which a maximum of 50 applicants are invited, taking into account the study places already offered based on lit. b).

There are two options for an application within the admission procedure:

- a) admission procedure with selection interview
- b) fix offer of a study place without selection interview

The applicants must choose one of the two options. A mixed form is not possible and leads to the fact that the internet registration of these applicants is invalid and will not be considered. Orders for improvement are not to be made.

a) Admission procedure with selection interview:

Applicants must upload the documents listed below as PDF-files to the QMM-MSc account within the application period and in accordance with the upload period, which are both published on the internet page https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en

- previous academic achievements,
- motivational letter,
- self-assessment of previous study achievements,
- synopsis or abstract of the Bachelor's Thesis/Theses as well as
- curriculum vitae.

All documents that are not available in German or English must be translated and uploaded in accordance with the legal requirements in order to be valid. Otherwise, they will not be taken into consideration, thus participation in the admission procedure is excluded. There will be no orders for improvement.

If the documents are not uploaded to the QMM-MSc account within the respective defined period and in compliance with the upload requirements, the internet registration is invalid (§6). Participation in the admission procedure is thus excluded. Registration according to lit b) is also no longer possible in the respective semester. The upload or even a subsequent submission outside the scheduled deadline will not be considered. There will be no orders for improvement.

If the documents are uploaded within the defined period of time and in compliance with the upload requirements, the allocation of study places within the framework of the admission procedure (QMM-MSc) is based on the evaluation of the following criteria:

- previous academic achievements and
- selection interview considering the submitted documents (§5 para. 1 lit a).

The selection interview takes place exclusively face-to-face in presence. Substitute dates in the event of being unable to attend or a different examination method (hybrid) are generally not granted. Any special regulations, e.g. in the case of a COVID-19 disease, will be published, if necessary, in a separate regulation by the Vice President for Teaching and Study Matters. Applicants are obliged to inform themselves regularly and on their own responsibility about the current regulations on the website of the Medical University of Innsbruck. If an applicant cancels the examination date, does not appear for the selection interview or fails to confirm the examination date in due time, the applicant shall be eliminated from this admission procedure (§11 para. 3).

b) Fix offer of a study place without selection interview:

Applicants who are in the 5th semester of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck and have at least 120 ECTS-Credits and a grade point average of at least 2.5 (§3 no. 4) will be offered a study place in any case (without a selection interview). Proof of academic success with a grade point average of at least 2.5 must be uploaded to the QMM-MSc account for valid internet registration within the respective defined period and in compliance with the upload requirements, both of

which are published on the website (https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en).

If the upload of the documents/document on the QMM-MSc account is not done correctly or outside the respective defined period and not in compliance with the upload requirements, the internet registration is invalid (§6). Participation in the admission procedure is thus excluded. Registration according to lit a) is also no longer possible in the respective semester. The upload or even a subsequent submission outside the scheduled period will not be considered. There will be no orders for improvement.

In the case mentioned under a), the documents uploaded in due time will be evaluated by a selection committee, whereby the maximum number of applicants to be invited to the selection interview is 50, taking into account the fixed places already offered under b). The 50 applicants or the number of applicants with the highest score, as reduced by lit b), will be invited to a selection interview.

(2) The costs incurred by applicants in the course of the admission procedure pursuant to §§5 ff are not reimbursable.

- (3) Persons who, at the time of application, are entitled to participate in the admission procedure (§§5 ff) are
1. graduates or in the final phase of the Bachelor's Program in Molecular Medicine at the University of Innsbruck or
 2. graduates or in the final phase of a bachelor's, diploma or master's program related to molecular medicine at a recognized post-secondary educational institution home and abroad.

Internet registration

§ 6.

- (1) Applicants must register online within the registration period, irrespective of the chosen option according to §5 para. 1 (lit a or b). The registration period for the winter semester is from 1 Feb. to 30 Apr., for the summer semester from 15 Dec. to 15 Jan. of the following year. The application will only be valid upon receipt of the full cost sharing payment (§7) and upon complete upload of the documents (§ 5 para. 1 lit a or b). Registrations without complete and timely upload of the documents (§5 para. 1 lit a or b) will not be considered.
- (2) The registration modalities are published on the website of the Medical University of Innsbruck. An incomplete, untruthful, not in accordance with the formal requirements or not in due time registration is invalid and will not be considered. Orders for improvement do not have to be made.

If there are no available study places in an application semester, this will be published on the website https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en in good time before the start of the registration. In this case, it will not be possible to apply for the semester in question in accordance with §5.

- (3) Please note that the Medical University of Innsbruck provides all information to applicants electronically. This also means that applicants must actively retrieve information from an internet platform used specifically for this purpose. Furthermore, applicants are obliged to check or have checked their online account regularly - at least daily during the periods of allocation of study places according to §§13 to 15 - for the receipt of electronic messages from the Medical University of Innsbruck.

Cost sharing

§ 7.

- (1) The applicants have to contribute to the costs of the admission procedure (§5 para. 1 lit a or b). The amount of the cost sharing payment is €60 per semester of application (see §6 para. 1).
- (2) The cost sharing payment must be paid by one of the payment methods offered by the Medical University of Innsbruck within the framework of the internet registration and must be received in full in the account announced by the Medical University of Innsbruck within the framework of the internet registration by the end of the registration period at the latest. The required information will be announced within the framework of the internet registration (§6). The applicants have the explicit obligation to follow the announcements on the internet platform of the Medical University of Innsbruck and to make the payment of the cost sharing in such a way that the amount arrives in time at the announced bank account of the Medical University of Innsbruck as well as to verify the valid payment of the cost sharing. Applicants must also ensure that a confirmation of payment is displayed in the system.

- (3) An online application is invalid and participation in the admission procedure is therefore excluded if the cost sharing payment has not been received in full by the end of the respective application period at the latest or if the documents required according to §5 para. 1 lit a or b have not been uploaded correctly and in due time or incompletely. Participation in the admission procedure (§5 para. 1 lit a or b) is thus excluded and no offer of a study place will be made in this case.
- (4) If applicants do not show up for the selection interview despite valid internet registration (§6) or cancel their registration, there is no entitlement to a refund of the cost sharing paid.

Information on the admission procedure

§ 8.

- (1) Applicants who have validly registered for the admission procedure (§6 para. 1) shall be invited to a selection interview (§5 para. 1 lit b) unless they have already been offered a study place (§5 para. 1 lit a). There is no provision for alternative appointments if the applicants are unable to attend.

A general overview of the dates is available online at https://www.i-med.ac.at/studium/zulassung/aufnahme_zulassung_msc.html.en.

- (2) Applicants with a disability according to §3 BGStG who have duly registered for the admission procedure, have paid the cost sharing contribution in time and in full (§7) and have uploaded the documents in time, correctly and in full (§5), have the right to apply for a different examination method in the admission procedure of the variant according to §5 para. 1 lit a, if the applicant proves a disability that makes it impossible for him/her to take an examination within the framework of the admission or selection procedure in the prescribed method. However, the educational goal of the chosen course of study must remain attainable.

However, the deviating examination method may only be approved in a way that does not put the other applicants participating in the admission or selection procedure at a disadvantage. A disability within the meaning of §3 BGStG is the effect of a not only temporary physical, mental or psychological functional impairment or impairment of sensory functions, which is likely to make participation in life in society more difficult. A period of probably more than six months is considered to be not temporary.

The request for a different examination method due to this disability must be submitted to anv-nachteilsausgleich@i-med.ac.at no later than three weeks before the admission procedure date and must be supported by a medical certificate or expert opinion, which must be attached to the request. Applicants who have submitted an application in due time and have provided proof of a disability will be informed by mail after the deadline for submitting an application until one week before the admission procedure date whether and in which way they will be granted a deviating examination method and, if applicable, suitable support measures. Further information will be published on the website (<https://www.i-med.ac.at/studium/anv-barrierefrei.html>). The applicants are obliged to check their mail account regularly for the receipt of electronic messages from the Medical University of Innsbruck. Appeals and legal remedies against the decision are not permitted. A late application is only permissible in justified exceptional cases. Orders for improvement do not have to be made.

Implementation of the admission procedure

§9. The allocation of study places (§4) for the Master's Program in Molecular Medicine is carried out by the admission procedure QMM-MSc (§5).

§ 10. The admission procedure is not an examination in the sense of §§72 ff UA. Therefore, the provisions of §§72 to 79 UA do not apply.

Determination of results, ranking list and allocation of study places in the admission procedure acc. to §5 para. 1 lit. a

§ 11.

- (1) All applicants must submit the documents mentioned in §5 para. 1 lit a or b electronically by uploading them to the QMM account within the set deadline.

Acc. to §5 para. 1 lit a, the following documents are considered in the evaluation:

previous study achievements

selection interview in consideration of the submitted documents (§5 para. 1 lit a).

The Vice President for Teaching and Study Matters shall decide, on the basis of the documents submitted, which applicants will not be invited to a selection interview (§5 para. 1 lit a), taking into account the number

of applicants exempted from the admission procedure according to §5 para. 1 lit b). Once the decision has been made by the Vice President for Teaching and Study Matters, the applicants who have been invited to the selection interview will receive the interview date via their online account. If the confirmation is not received by the deadline, the applicant is automatically eliminated from this admission procedure. Orders for improvement do not have to be made.

- (2) The Vice President for Teaching and Study Matters will appoint a selection committee.
- (3) If an applicant cancels the examination date, does not appear for the selection interview or fails to confirm the examination date in due time, he/she is eliminated from this admission procedure.
- (4) The decisive ranking in the final ranking list is determined by the selection committee, taking into account the applicants who have already received a fixed offer of a study place (§5 para. 1 lit b), on the basis of the evaluation of the following criteria:
 - previous study achievements and
 - selection interview in consideration of the submitted documents (§5 para. 1 lit a).

COVID-19 pandemic

§ 12.

- (1) Applicants are obliged to inform themselves independently and on their own responsibility about all COVID-19 pandemic-related restrictions on participation in the selection process and all other procedural steps that require personal presence.
- (2) Applicants who, despite warnings, do not comply with the COVID-19 safety regulations and hygiene measures of the Medical University of Innsbruck for the conduct of the admission procedure according to §5 para. 1 lit a for the respective academic year, will be denied access to the test rooms or premises of the university. If the violation occurs on the test premises, they will be excluded from the admission process, their score will be zero, they will be banned from the premises, and they will be immediately expelled from the premises. The COVID-19 protection regulations and hygiene measures of the Medical University of Innsbruck are published daily on the homepage <https://www.i-med.ac.at/studium/zulassung/auswahl/Hygienevorschriften-Aufnahmeverfahren.html>.

V. Admission

§ 13.

- (1) Only those applicants can be admitted to the Master's Program in Molecular Medicine who have received an offer of a study place for the respective program at the Medical University of Innsbruck on the basis of §5 para: 1 lit a and the ranking list (§11 para. 4) or on the basis of §5 para. 1 lit b and who fulfill the requirements of §§63a ff and 91 UA. If fewer applicants apply via the internet registration pursuant to §6 than the number of study places provided for pursuant to §4, no admission procedure shall be carried out and each applicant shall be offered a study place, provided that the legal requirements are fulfilled.
- (2) Admission to the Master's Program in Molecular Medicine requires the successful completion of the Bachelor's program in Molecular Medicine at the Medical University of Innsbruck or a Bachelor's, Diploma or Master's program related to the Bachelor's Program in Molecular Medicine at a recognized domestic or foreign post-secondary educational institution and the fact, that the applicant has obtained a place in the ranking list (§§5 para. 1 lit a and 11 para. 4) or on the basis of §5 para. 1 lit b for the respective academic year and fulfills the requirements of §§63 ff and 91 UA.
- (3) Furthermore, as a prerequisite for the admission to the program, applicants must prove that they have completed a total of at least 40 ECTS-Credits in practical training courses and practical courses. If this proof cannot be provided completely, but at least for 30 or more ECTS-Credits, the applicant can apply for conditional admission for one academic year, in which the missing ECTS-Credits must be made up for with practical training courses prescribed by the governing body responsible for study law. If the missing ECTS-Credits cannot be provided in time due to the fault of the applicant, the admission to the study program expires.
- (4) Furthermore, as a prerequisite for admission to the degree program, applicants must provide proof that they have earned at least the ECTS-Credits listed below in studies pursuant to para 2:
 - Inorganic Chemistry 1
 - Organic Chemistry 2
 - Biochemistry 4
 - Mathematics 1
 - Statistics 2
 - Molecular Biology 6

- Cell Biology 6
- Immunology 1
- Virology 1
- Bioinformatics 4
- Genetics/Genomics 7

If this proof cannot be provided completely, but to the extent that the missing ECTS-Credits do not exceed 15, the applicant can apply for conditional admission for one academic year, in which the missing ECTS-Credits must be made up with courses of the Bachelor's Program in Molecular Medicine at the Medical University of Innsbruck, which are prescribed by the governing body responsible for study law. If the missing ECTS-Credits cannot be provided in time due to the fault of the applicant, the admission to the study program expires.

- (5) Applicants who have received an offer for a study place according to §§3 no. 4 and 5 para. 1 lit b or according to the ranking list (§§ 5 para. 1 lit a and 11 para. 4) must enroll for the study program within a period of time announced in the course of the admission procedure.
- (6) The admission of applicants who have not received an offer for a study place according to §§3 no. 4 and 5 para. 1 lit b or who have not obtained a place on the basis of the ranking list according to §§5 para. 1 lit a and 11 para. 4 is inadmissible, irrespective of §15 (succession).
- (7) The obligation of applicants according to § 6 to check their online account regularly - at least daily during the period of allocation of study places - for the receipt of electronic messages from the Medical University of Innsbruck is explicitly pointed out.

Forfeiture of the study place

§ 14. Applicants who have received a study place according to §§3 no. 4 and 5 para. 1 lit b or on the basis of the ranking list according to §§5 para. 1 lit a and 11 para. 4 must enroll for the study program within the period assigned to them in the notification. If they are prevented from enrolling in person, they must declare their acceptance of the place in writing within the time limit set for them, either themselves or through an authorized representative, and arrange a special date for admission.

If the student fails to take up studies in due time, the study place shall be forfeited. Applications for reinstatement must meet the requirements of §71 AVG and must be received by the Vice President for Teaching and Study Matters no later than September 15 for the winter semester and February 15 for the summer semester. In particular, the applicant must prove that he/she was prevented from meeting the deadline by an unforeseen or unavoidable event and that he/she was not at fault or only had a minor degree of negligence.

Succession

§ 15.

- (1) A place available due to forfeiture (§14), due to lack of admission requirements (§13) or due to express written withdrawal shall be awarded to the next applicant in the ranking list (§11 para. 4) who has not yet received a place (succession).
- (2) In the case of rank ties at the last rank place, the lottery procedure decides on the awarding of the study place.
- (3) Applicants who have been granted a study place in accordance with §15 para. 1 must enroll for the study program within the period assigned to them within the framework of the notification of succession. If they are prevented from enrolling in person, they must declare their acceptance of the study place in writing within the time limit set for them, or through an authorized representative, and arrange a special date for admission.

Failure to commence studies in due time will result in forfeiture of the study place. Applications for reinstatement must meet the requirements of §71 AVG and must be received by the Vice President for Teaching and Study Matters no later than September 15 for the winter semester and February 15 for the summer semester. In particular, the applicant must prove that he/she was prevented from meeting the deadline by an unforeseen or unavoidable event and that he/she was not at fault or only had a minor degree of negligence.

- (4) The obligation of applicants according to §6 to check their online account regularly - at least daily during the period of allocation of study places - for the receipt of electronic messages from the Medical University of Innsbruck is explicitly pointed out.

VI. Lateral entrants

§ 16.

- (1) Applicants who have already acquired at least 60 ECTS-Credits within the framework of a study program in medicine, molecular medicine or a comparable study program at a domestic or equivalent foreign, recognized, post-secondary educational institution and who wish to continue their studies at the Medical

University of Innsbruck may be admitted to the study program upon application, notwithstanding §§5 ff, if they meet the requirements for the 3rd semester or a higher semester and the other admission requirements and if free places in the courses with limited places are available in accordance with the curriculum.

- (2) The allocation of study places for lateral entrants is regulated by an ordinance of the Rectorate in the event that free places are available in courses with a limited number of places according to the curriculum.

VII. Repeated participation in the admission procedure

§17. Applicants who are not admitted to the program in one semester may participate in the admission procedure in the following semesters. Repeated participation in the admission procedure for students who are not admitted in one year is indefinitely possible.

VIII. Competence, coming into force

§ 18. The Rectorate of the Medical University of Innsbruck is responsible for the implementation of the admission procedure.

§ 19. This regulation shall enter into force on the day of its publication in the Official Gazette of the Medical University of Innsbruck.

For the Rectorate:

ao. Univ.-Prof. Dr. med. univ. Wolfgang Prodingner, MME (Bern)
Vice President for Teaching and Study Matters